

## Facts for 7i

1. 7i goes live on Sept. 5, 2007.
2. Lookups are more practical to lookup a vendor by name. If you have the Peid, just type it into the vendor field, rather than looking it up. The vendor address will populate.
3. Make sure you select the address code that starts with a P (ex. P0, P1, P 2, etc).
4. Descriptions are very important. For Fixed Assets, the first 25 characters must spell out what you are wanting to buy (ex. computer, Dell Optiplex 720). This description populates the fixed assets module.
5. The addendum is in Add mode. You cannot change an item. To change, enter the correct item information as a new item. Then, delete the original item.
6. The request doesn't go anywhere until the creator releases. Only the creator can release the request.
7. The request goes to purchasing after the last approver approves it.
8. To enable popups, click Tools on the menu bar of the internet browser. Select "Popup blocker" then, "Turn off popup blocker."
9. Look at the left bottom corner for the status of the screen.
10. Ask your system administrator to designate the site as a Safe Site.
11. You don't type NEW now. Select the auto seed that is the drop down for PR field.
12. The Header information contains that from the UD Req screen
13. The Items Requested area of the screen in 7i contains the UD Item screen.
14. The Key Object field contains the information from the UD Account screen.
15. When you open the POCshr screen, the number of PRs in the Entity list is displayed on the left of the Entity button.
16. If there is a new vendor, you can type UNKNOWN in the vendor field. Write the details in the Notes tab.
17. The Item description information (limit of 255 characters) can be continued in the Notes section.
18. Do not use the Blanket as a type. If you use "switch" presently, you can still use them by switching the values of the Quantity and Amount fields.
19. If the buyer makes a change, the PR goes back to the creator.
20. Rejections must be changed in some way by the creator.
21. There is no pre-pre encumbrance because you are working in the Purchasing module.
22. You cannot complete a requisition with the budget at zero.